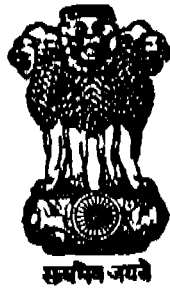


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Separate paging is given to this Part in order that it may be filed as a separate compilation

PART III—SECTION 4

Miscellaneous Notifications including Notifications, Orders, Advertisements
and Notices issued by Statutory BodiesINSTITUTE OF CHARTERED ACCOUNTANTS
OF INDIA*New Delhi-1, the 9th October 1963*

No. 1-CA(28)/2/62—In pursuance of sub-Regulation (4) of Regulation 42C of the Chartered Accountants Regulations, 1949, the Council of the Institute of Chartered Accountants of India is pleased to notify the setting up of a Branch of the Western India Chartered Accountants Students' Association at Poona with effect from 1st November 1963. This Branch shall be known as the Poona Branch of the Western India Chartered Accountants Students' Association.

As prescribed under Rule 4(b) of the Chartered Accountants Students' Association Rules, this Branch shall at all time function subject to the control, supervision and direction of the Central Council exercised through the Western India Regional Council or the Western India Chartered Accountants Students' Association and shall be governed by the Directions issued by the Central Council for the functioning of the branches of the Students' Association or such other Directions that may be issued from time to time.

The 10th October 1963

No. 1-CA(31)/63—The following draft of certain amendments to the Chartered Accountants Regulations, 1949, which it is proposed to make in exercise of the powers conferred by sub-sections (1) and (3) of Section 30 of the Chartered Accountants Act, 1949 (XXXVIII of 1949), is published for information of all persons likely to be affected thereby and notice is hereby given that the draft will be taken up for consideration on or after the 9th December 1963.

Any objection or suggestion which may be received from any person with respect to the said draft before the date specified will be considered by the Council of the Institute of Chartered Accountants of India, New Delhi.

In the said Regulations :—

I. In regulation 2, at the end of clause (x), add the following :—

“(xi) ‘War Service’ means—

- Service of any kind in a unit or formation liable for service overseas or in any operational area;
- Service in India under military, munitions or stores authorities with a liability to serve overseas or in any operational area;
- All other service involving subjection to naval, military or air force law;
- A period of training with a military unit or formation involving liability to serve overseas or in any operational area;
- Service in any civil defence organisation specified in this behalf by the Central or the State Governments;

- (f) (i) Any service connected with the prosecution of the war which a person is required to undertake by a competent authority under the provisions of any law for the time being in force; and
- (ii) Such other service as may hereafter be declared as war service by the Council for the purpose of this definition.

Explanation—Only whole time service of any of the kinds specified above will be recognised as war service”.

II. For sub-regulation (3) of regulation 5, substitute the following :—

“(3) For the purpose of sub-section (3) of Section 5 of the Act, an Associate shall be deemed to have been in practice during the periods he held an Auditor's Certificate as a Government Diplomat in Accountancy or as a Registered Accountant or during the periods he was engaged in war service :

Provided that such war service was taken up specifically for helping the Country during the period of a National Emergency and provided further that he was engaged in the maintenance of accounts or in carrying on allied functions.”.

III. In sub-regulation (4) of regulation 22, in paper (v) of Group I and in paper (i) of Group II, the words “Expenditure Tax” be deleted.

IV. In regulation 31, renumber the existing Explanation as Explanation II and add the following Explanation I :—

“*Explanation I*—For the purpose of this regulation, any service not exceeding a period of one year rendered by an articled clerk and 2 years rendered by an audit clerk, in war service during the period of a National Emergency, shall be deemed to be service rendered under articles or as an audit clerk, as the case may be, under these Regulations.”

V. Add the following Explanation at the end of Regulation 31A :—

“*Explanation*—For the purpose of this regulation, any service not exceeding one year rendered by an articled clerk and two years rendered by an audit clerk in war service during the period of a National Emergency shall be deemed to be service rendered under articles or as an audit clerk, as the case may be, under these Regulations.”

VI. Add the following Explanation to regulation 32 :—

“*Explanation*—For the purpose of this regulation, a member shall be deemed to have been in practice during the periods he was engaged in war service :

Provided that such war service was taken up specifically for helping the country during the period of a National Emergency and provided further that he was engaged in the maintenance of accounts or in carrying on allied functions.”.

VII. In regulation 36, add the following sub-regulation after existing sub-regulation (4) :—

“(5) The Council, on receipt of information or a complaint that an articulated clerk has been guilty of misconduct, may institute an enquiry against him and on a consideration of the result of the enquiry take such disciplinary action against him, including refusal of permission for him to continue the course, as it may deem fit.”.

VIII. In regulation 41B, between the existing second proviso and the Explanation, insert the following further proviso :

“Provided further that the employer shall allow the articulated clerk, if he so desires, to receive training in the Territorial Army, Home Guards or in any similar Organisation intended for National Defence, and such period not exceeding 60 days in a year shall not be taken into consideration in arriving at the total period of leave availed of by the articulated clerk.”.

IX. In regulation 42A, between existing sub-regulations (3) and (4), add the following sub-regulation (3A) :—

“(3A) The Council, on receipt of information or a complaint that an audit clerk has been guilty of misconduct, may institute an enquiry against him and on a consideration of the result of the enquiry, take such disciplinary action against him, including refusal of permission for him to continue the course, as it may deem fit.”.

X. In sub-regulation (8) of regulation 42A, between the existing proviso and the Explanation, insert the following further proviso :

“Provided further that the employer shall allow the audit clerk, if he so desires, to receive training in the Territorial Army, Home Guards or in any similar Organisation intended for National Defence, and such period not exceeding 60 days in a year shall not be taken into consideration in arriving at the total period of leave availed of by the audit clerk.”.

XI. In regulation 46, for the words “two hundred and fifty” the words “two hundred and ninety” be substituted.

XII. In sub-regulation (12) of regulation 62-H, for the words “one hundred and twenty-five”, the words “one hundred and forty-five” be substituted.

XIII. For the existing regulation 78, substitute the following :—

“78. *Part-time employments a chartered accountant in practice may accept*—Notwithstanding anything contained in regulation 79, but subject to the control of the Council, a chartered accountant in practice may act as a liquidator, trustee, executor, administrator, arbitrator, receiver, or may take up an appointment that may be made by the Central Government or a State Government or a Court of Law or any other legal authority or may act as a secretary in his professional capacity, provided his employment is not on a salary-cum-full-time basis”.

XIV. For the existing regulation 79, substitute the following :—

“79. *Chartered Accountants in practice not to engage in any other business or occupation*—A chartered accountant in practice shall not engage in any business or occupation other than the profession of accountancy, except with the permission granted in accordance with a resolution of the Council.

Explanation—(1) ‘Accountancy’ means both general and specialised accountancy and includes—

- (a) audit;
- (b) cost accountancy;
- (c) accountancy in relation to taxation laws;
- (d) accountancy in relation to company law and mercantile law;
- (e) accountancy in relation to management;
- (f) accountancy in relation to financial control; and
- (g) any other activity specified or to be specified under sub-section (2) of Section 2.

- (2) A chartered accountant in practice may, without any permission of the Council, render such services as may be necessary in relation to any of the matters including allied matters, specified in clause (1).”

B. R. MALHOTRA
Secretary

MINISTRY OF LABOUR AND EMPLOYMENT

Employees' State Insurance Corporation

New Delhi-1, the 3rd October 1963

CORRIGENDUM

In this Office Notification No. 3/(2)-12/60-Estt.II, dated the 27th May 1963, published at page 268 in Part III, Section 4, of the Gazette of India, dated the 8th June 1963, delete the words “Ex-officio” appearing against S. No. 5 and add the words “Ex-officio” at the end of S. No. 7.

V. N. RAJAN
Director General

Office of the Chief Inspector of Mines

Dhanbad, the 8th October 1963

No. 49242G—In exercise of the powers conferred by Regulation 2(2) of the Coal Mines Regulations, 1957, the following addition to the list of “Approved Safety Lamps” is hereby issued.

LIST A

FLAME LAMPS

Manufacture	Type	Condition
M/s. J. K. Dey & Sons, 13, Old China Bazar Street, Calcutta-1.	Velox Type Gd. 5.	1(a) The lamp shall be fitted with a self-extinguishing device which would ensure that the withdrawal of the fuel vessel from the lamp automatically extinguishes the flame before it is exposed to the external atmosphere so as to provide safety against an opened lamp in dangerous inflammable atmosphere.
		(b) The present detachable device fitted for the above purpose shall be replaced with a modified design in which the device is not detachable and remains fixed in the lamp or is of such a design that the lamp cannot be assembled without the protective device being in position in the lamp. <i>The modified design shall be incorporated in the lamp within six months of the date of this approval.</i>
		2. The outer glasses fitted in the lamp shall be of a type which has passed the tests given in the Testing Memorandum No. 1 Ministry of Fuel & Power, U.K.
		3. The outer and inner gauges fitted in the lamp, which are imported from U.K. at present, shall not be replaced with indigenous-make gauges except with prior approval of Chief Inspector of Mines.
		4. The lamps shall be fitted with magnetic locking system.
		5. Each lamp shall carry on approval plate of this office as per design given in the Schedule.
		6. A copy of this approval shall be issued with each consignment of the lamps.
		The above approval may be amended or withdrawn at any time.

G. S. JABBI
Chief Inspector of Mines

SCHEDULE



AIR-INDIA

AIR-INDIA EMPLOYEES' SERVICE REGULATIONS

In exercise of the powers conferred by clause (b) of Sub-section (2) of Section 45 read with Sections 8(2) and 20(1) of the Air Corporations Act, 1953 (27 of 1953), Air-India, with the previous approval of the Central Government, makes the following Regulations, namely :—

CHAPTER I

PRELIMINARY

1. *Short Title*—These regulations may be called the Air-India Employees' Service Regulations, and define the conditions of service of the employees of the Corporation. They are based on a recognition of the fact that the Air Transport Industry is a public utility service which must operate round the clock on all days of the week.

2. *Commencement and Scope*—(i) These regulations shall come into force on and from the date of notification and shall apply to all employees of the Corporation on Indian scales of pay : Provided that in respect of part-time or temporary employees, the General Manager may, by general or special order, exclude or limit the application of any of these regulations.

(ii) Nothing contained in these regulations shall have the effect of altering the terms of any contract of employment which may exist between the Corporation and any of its employees, or the provisions of any special law for the time being in force in India or any other country.

3. *Definitions*—In these regulations, unless the context otherwise requires :—

- (a) "the Act" means the Air Corporations Act, 1953 (27 of 1953).
- (b) "Corporation" means Air-India.
- (c) "Chairman" means the Chairman of the Corporation.
- (d) "General Manager" means the General Manager of the Corporation.
- (e) "Competent authority" means in relation to exercise of any power, the Corporation, the Chairman, the General Manager, Head of Department or any other officer specified in that behalf.
- (f) "Head of Department" means the Commercial Director, Financial Controller, Controller of Stores & Purchase, Operations Manager, Engineering Manager, Director of Planning & International Relations and Personnel Manager, or any officer holding temporary charge for any of them, and any other officer so designated by the Corporation generally or for any specific purpose.
- (g) "Employee" means a person in the service of the Corporation. Employees may be classified into permanent or temporary employees or as probationers or substitutes or as flying and non-flying or ground personnel; or as officers or executives or as supervisory or non-supervisory staff, or as clerks or operatives; or further classified as skilled, semi-skilled and unskilled workers.
- (h) "Permanent employee" means a person who has been confirmed in a permanent vacancy.
- (hh) The expression "Operating Crew" includes Pilots, Navigators, Flight Engineers and Flight Radio Telephony Operators; the expression "Cabin Crew" includes Flight Purser, Air Hostesses, Assistant Flight Purser and Cargo Attendants, and the expression "Flight Crew" denotes both the categories specified above.
- (i) "Family" includes the employee's wife (one only) residing with him and legitimate children residing with and wholly dependent upon him.

- (j) "Temporary employee" means an employee engaged by the Corporation for a limited period or for work of a temporary nature.
- (k) "Month" means a month according to the Gregorian Calendar.
- (l) "Pay" means the amount drawn monthly by an employee as :—
 - (i) Basic pay or basic wages in the grade of the post held by him substantively or in an officiating capacity, and
 - (ii) Personal pay granted to save an employee from loss of basic pay or on other personal considerations, and
 - (iii) Any other emoluments which may be classed as pay for any specific purpose.
- (m) Deleted.
- (n) "Temporary transfer" means transfer for a limited period not exceeding one year from the date of posting.

4. *Modification etc. of Regulations*—Subject to the provisions of Section 45 of the Act, the Corporation reserves to itself the right to modify, cancel or amend any or all of these regulations or orders issued thereunder and to give effect thereto from any date which the Corporation may deem fit.

5. *Interpretation*—The Corporation reserves to itself the right to interpret the meaning of these regulations and any supplementary regulations or orders issued thereunder, and such interpretation shall be final and binding upon all employees and every person interested therein.

6. *Cancellation*—All previous rules, regulations, rulings, orders or notices relating to any term or condition of service are hereby cancelled.

CHAPTER II

APPOINTMENT, PROBATION, ETC.

7. *Medical Examination*—The appointment of every person in a permanent vacancy shall be subject to his being certified medically fit by the Corporation's Medical Officer or any other Registered Medical Practitioner approved in this behalf by the General Manager : Provided that the General Manager may, for reasons to be recorded in writing, approve of an appointment notwithstanding the medical opinion expressed, if he is satisfied that the disability reported is not likely to affect the occupational suitability of the employee.

8. *Probation*—(i) Every person appointed in or promoted to a permanent vacancy shall, before his confirmation in the post, be required to undergo probation for such period not less than 6 months as may be stipulated by the competent authority from time to time : Provided that the stipulated period of probation may be extended by the competent authority or reduced at the discretion of the General Manager.

(ii) For the purposes of confirmation, increment and privilege leave, the period of probation shall be deemed to have commenced from the first day of the calendar month in cases where the employee joins duty on or before the 15th of that month, and from the first day of the following calendar month in cases where the employee joins duty on or after the 16th of that month.

9. *Training*—All employees are liable to undergo training for such period or periods as may be prescribed by competent authority.

10. *Provident Fund*—A permanent employee on confirmation and a temporary employee including a probationer, on completion of 12 months' continuous service, shall be required to subscribe to the Corporation's Provident Fund, provided that he may be wholly or partially precluded from so subscribing to the said fund, if he is required to subscribe to any other Superannuation or Pension Fund or a Statutory Provident Fund : Provided further that the Corporation may, in its discretion, permit an employee employed on special contract to become a member of the said Fund on such terms as the Corporation may decide in each case.

11. *Search, hours of work, rest interval etc.*—(i) No employee shall enter or leave the Corporation's premises except by the gate or gates appointed for the purpose. While entering or leaving the premises of the Corporation, which includes an Aircraft or surface transport, he is liable to be searched by the Security Staff if, acting without malice, he is suspected of being in wrongful possession of the property belonging to the Corporation. Every search shall be conducted in the presence of not less than two persons and a female employee shall not be searched except by a female or in the presence of a male employee except with her consent.

(ii) All employees shall comply with the orders issued from time to time relating to attendance, hours of work, shifts, change-over, rest intervals or rest pauses and such other matters.

(iii) All employees shall be at work at the time and place fixed and notified to them. An employee, who after recording his attendance, absents himself from his proper place or places of work during working hours without permission or without sufficient reason, shall be liable to be treated as absent and a proportionate deduction effected from his pay or wages, in accordance with the Payment of Wages Act where applicable.

(iv) The weekly hours of work for all categories of employees shall not exceed 48 hours. Any employee may, however, be required by competent authority to work overtime, in which case payment for such overtime to those categories who are entitled to it shall be in accordance with such provisions as may be laid down by the Corporation from time to time.

(v) Subject to the provisions of applicable law, an employee shall be liable to work on a shift or shifts, as may be necessary, which shall change at such periods as may be specified by the Head of the Department. An employee working on shift shall also be liable to be transferred from one shift to another.

(vi) Meal intervals shall be the subject of local arrangements to suit operating conditions at particular bases or stations, it being understood that during periods of abnormal pressure staff may be required to work through normal meal intervals. In such circumstances an alternative meal interval will be allowed, if practicable, immediately before or after the time of the normal meal interval.

12. *Holidays*—(i) Every employee, other than a Member of the Flight Crew, shall be allowed a weekly holiday. An employee required to work on a weekly holiday shall, subject to the provisions of the Factories Act or any other applicable law, be given a day off as substituted holiday, normally within 30 days following such holiday. The day off admissible under this regulation may, with the permission of the competent authority, be combined with a holiday or any leave.

(ii) The number of additional holidays allowed to employees in a calendar year shall not exceed 15, including holidays for Republic Day, Independence Day and Mahatma Gandhi's birthday. A list of such holidays will be published before the commencement of each calendar year. An employee who is required to work on such holiday shall be paid compensation where admissible in accordance with such provisions as may be laid down by the Corporation from time to time.

CHAPTER III

PAY, ALLOWANCES, ETC.

13. *Pay & Allowances*—(i) The Corporation reserves the right to determine, with the prior approval of the Central Government, the scales of pay or allowances applicable from time to time, as may be deemed necessary or desirable: Provided that the Corporation may, without the approval of the Central Government, but subject to any general orders issued by Government for application to all Government undertakings, grant to its employees special pay, ~~personal pay~~ and/or allowances which are not treated as pay for the purpose of employer's contribution to the Provident Fund.

(ii) The scales of pay and rates of allowances of various categories of employees which are subject to Central Government's approval are as given in the Schedule to these Regulations.

14. *Pay and Allowance when effective*—The pay and allowances of an employee shall be effective from the

date from which he joins the post to which he is appointed. If he joins the post before the rest interval, the pay and allowances shall be admissible from the same day and, if after the rest interval, from the following day.

14-A. *Fixation of pay on promotion*—(i) On appointment to a higher post, whether on a permanent or officiating basis, the basic pay of an employee in the lower grade shall first be raised by one increment in the scale applicable to the higher post and then re-fixed at the corresponding stage in that scale: Provided that—

(a) if the pay so raised is below the minimum of the higher scale, the pay shall be fixed at the minimum;

(b) if the pay so raised falls below the middle point between two stages, the fixation of pay in the higher scale shall be made at the nearest lower stage and the difference between the pay so fixed and the pay raised as above shall be allowed as personal pay to be absorbed in the next increment;

(c) if the pay so raised falls at or above the middle point between two stages, the fixation in the higher scale shall be made at the next higher stage.

(ii) The increment by which the present pay shall be raised under sub-regulation (i) above shall be the increment applicable to—

(a) the corresponding stage in the higher scale if there is such a stage, or

(b) the nearest lower stage, if there is no such stage, or

(c) the initial stage, if the pay in the lower scale is below the initial stage of the higher scale.

(iii) On reversion to his substantive post, the employee appointed to officiate in a higher post shall be entitled to the pay which would have been admissible to him had he not been promoted.

Exception—A pilot in captain's grade, when promoted to Senior Captain's grade, will start at the minimum of the grade of Senior Captain and the difference (if any) between the minimum and the pay actually drawn by him immediately prior to his promotion will be allowed to him as 'personal pay' to be absorbed in future increments.

14-B. *Current charge*—An employee in a post the scale of pay of which is Rs. 300—25—500—50—650 or above, may be required by competent authority to hold current charge of any higher post in addition to his own duties. When such charge is held for a period not less than 30 days, he shall be entitled to a charge allowance at the rate of 10% of the minimum of the scale of the higher post and the difference between the allowances admissible in the higher post and those admissible in his own (except dearness allowance).

14-C. *Disbursement of salaries*—(i) Pay and allowances of employees will be disbursed monthly on such dates and in such manner as the Financial Controller or other officer authorised by him may notify from time to time.

(ii) Except as provided in sub-regulation (iii), no employee will be entitled to receive his pay and allowances in advance of such date.

(iii) An employee proceeding on leave or tour, may, on the sanction of the competent authority, be paid in advance his pay and allowances for the month or months during which he is on leave or tour, if he is likely to be away from his headquarters on the date or dates appointed for disbursement of pay.

15. *Increments*—(i) Increments are dependent on business conditions as well as the conduct and ability of the employee and no increment within a grade accrues as of right or as a matter of course. The competent authority may on positive grounds grant or, for reasons to be recorded in writing, withhold an increment: Provided that no increment shall be withheld unless (a) the employee is informed in writing of the grounds on which it is proposed to withhold increment and (b) he has been given a reasonable opportunity of showing cause why his increment should not be withheld.

(ii) Where in a pay scale an efficiency or licence bar is prescribed, the increment next above the bar shall not be granted without the specific sanction of the competent authority.

15-A. *Advance Increments*—In any case where an employee has shown outstanding merit, or has displayed outstanding loyalty or devotion to duty, the General Manager may, in his sole discretion, sanction to him advance increments not exceeding two. In such cases, the General Manager will also indicate whether the dates of normal increments shall or shall not be affected.

15-B. *Secondary Increments*—(i) Subject to the general conditions laid down in Regulation 15(i) and to the provisions of Sub-Regulation (ii) hereof, the following categories of employees shall be eligible for a secondary increment for every 3 years' service from the date on which they reach the maximum of their grade :

(a) Employees in grades the maximum of which does not exceed Rs. 550 p.m.

(b) Flight Pursers, Examiners and Chargehands.

(ii) The rate of the secondary increment shall be the rate of the increment last drawn by them and the number of such increments shall not exceed three in any one grade.

CHAPTER IV

TRANSFERS AND TOURS

16. *Liability for transfer etc.*—An employee is liable to be transferred from one post, department or station to another or sent on tours.

16-A. *Joining Time*—(i) Subject to the provisions hereinafter contained, an employee on transfer from one station to another shall be normally allowed joining time as follows—

(a) Seven days in the case of a permanent transfer.

(b) Three days in the case of a temporary transfer.

(ii) The joining time admissible as above shall be exclusive of days involved in the journey but inclusive of intervening Sundays and holidays.

(iii) However, in the case of temporary transfers, made with immediate effect, the employee concerned may be required to proceed immediately to the station of posting, in which case he will be allowed to return to his permanent station not earlier than 15 days from the date of arrival at the station of posting and shall thereafter be given 'off' in lieu of the joining time due.

(iv) No joining time will normally be admissible to an employee at the end of this temporary transfer. The competent authority may, however, with due regard to the period of temporary transfer, allow joining time not exceeding three days as mentioned under sub-regulation (i) to enable him to rejoin his permanent station.

(v) During joining time, the employee will not normally be required to attend to official duties, but the competent authority may, in the exigencies of work, recall him to duty, in which case the period of joining time shall be extended correspondingly.

(vi) During joining time, the employee will be entitled to the pay and allowances of the post from which he is transferred.

17. *Tours*—An employee shall be deemed to be on tour if he is required to proceed on duty to a place beyond a radius of 25 miles from his headquarters.

18. *Travelling*—(i) An employee on transfer or on tour and his family where permitted, shall travel by air, sea, rail or road as may be required by competent authority.

(ii) All employees and their families travelling in the Corporation's aircraft under these regulations shall travel in the lowest class, but the General Manager may, by general or special order and on such terms as he may deem appropriate, permit any employee or class of employees and their families to travel in any higher class.

(iii) The family of an employee permitted to travel by air under this regulation shall be entitled to the same facilities as the employees.

19. *Allowances*—An employee on transfer or tour, as the case may be, shall be entitled to such travelling and other allowances as the Corporation may lay down from time to time.

CHAPTER V

LEAVE

20. *Kinds of leave*—Subject to the conditions hereinafter laid down, employees will be eligible for the following types of leave :

- (a) Casual leave
- (b) Privilege leave
- (c) Sick leave
- (d) Special Sick leave
- (e) *Ex gratia* Sick leave
- (f) Disability leave
- (g) Study leave
- (h) Maternity leave
- (i) Quarantine leave
- (j) Sports leave
- (k) Special Casual leave
- (l) Extraordinary leave.

21. *General conditions regarding leave*—No leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse, postpone, curtail or revoke leave according to the exigencies of service.

(ii) An employee may be required to take such Privilege Leave as the competent authority may prescribe; if leave so offered is not availed of by the employee, he shall forfeit it and his leave account shall be debited accordingly.

(iii) All leave shall be applied for in writing addressed to the competent authority. In case the application is for Privilege or Study Leave, such application shall be submitted at least 15 days prior to the date of commencement of leave.

(iv) Sundays or holidays may not be prefixed and/or suffixed to any type of leave except with the prior permission of the competent authority. When so allowed, they shall not be counted as part of the leave.

(v) Sundays or holidays intervening during the period of leave shall count as part of the leave.

(vi) If leave is refused, postponed, curtailed or revoked, the reasons therefor shall be recorded in writing and communicated to the employee.

(vii) All leave to the credit of an employee shall ordinarily lapse on the date of cessation of his service. Provided that :

- (a) the privilege leave admissible and applied for in writing well ahead of the date of retirement and refused in writing by competent authority, may be granted from the date of retirement; and
- (b) in the case of death of permanent employee or a temporary employee who has completed one year's continuous service, the legal heir/s of the deceased employee, may be paid the leave salary in respect of the privilege leave standing to the credit of the employee on the date of his death subject to a maximum of 90 days. The payment of leave salary is to be made on compassionate grounds and cannot be claimed as of right.

22. *Casual Leave*—(i) An employee will be eligible for 10 days' Casual leave with pay in a financial year. A temporary employee with less than a year's service will be granted casual leave on *pro rata* basis.

(ii) Casual Leave shall not be accumulated nor shall it be combined with any type of paid leave other than leave admissible under Regulations 24, 24-A, 25 and 28-C.

(iii) Ordinarily, not more than 3 days' casual leave will be granted at a time.

23. *Privilege Leave*—An employee on completion of 12 months' continuous service will be eligible for 30 days' Privilege Leave with pay. On completion of the first 12 months' service, his Privilege Leave account will be credited with 30 days and thereafter at the rate of 24 days per month. In the case of Operating Crew, Privilege Leave accounts will be credited at the end of each financial year with 30 days or proportionate number of days, as the case may be. Privilege Leave can be accumulated up to 90 days, but an accumulation in excess of 90 days may be allowed by the General Manager in special cases.

24. *Sick Leave*—(i) An employee other than Flight Crew will be eligible for 10 days' and Flight Crews for 14 days' Sick Leave with pay in a financial year. A temporary employee with less than a year's service will be granted Sick Leave on *pro rata* basis.

(ii) Sick Leave may be accumulated up to 45 days with full pay and may be availed of on half pay for double the period, i.e. up to 90 days.

(iii) Sick leave for a period exceeding 2 days shall be supported by a medical certificate of the Corporation's Medical Officer or of any other registered Medical Practitioner whose certificate is acceptable to the competent authority: Provided that in the case of employees governed by the Employees' State Insurance Act, a certificate of the Insurance Medical Practitioner will be required irrespective of the duration of the sick leave.

(iv) Notwithstanding anything contained in sub-regulation (i), the salary payable to an employee will be subject to adjustment in respect of any cash benefit to which he is eligible under the Employees' State Insurance Scheme.

24-A. *Special Sick Leave*—(i) Subject to the conditions hereinafter mentioned, Special Sick Leave will be admissible to employees at the rates and in the circumstances specified below:—

(a) To Operating Crew, at the rate of 15 days with pay for each completed year of service to be computed from 1st August 1953, or the date of joining, whichever is later, in cases where the employee is suffering from any major or prolonged illness or where he has to undergo a surgical operation, or in the event of an accident involving personal injury;

(b) To all other categories of employees at the rate of 30 days on half basic pay in respect of each completed year of continuous service, in cases where the employee is suffering from T.B., leprosy or cancer.

(ii) The leave admissible under this Regulation can be accumulated up to a maximum limit of 180 days during the entire period of his service. It can be availed of:

(a) in the case of operating crew only when the normal sick leave, casual leave and privilege leave in excess of 45 days are exhausted, and

(b) in the case of other employees, after all other types of paid leave are exhausted.

25. *Ex gratia Sick Leave*—The General Manager may, in his discretion, grant or authorise any other officer to grant in deserving cases *Ex gratia* Sick Leave as follows to permanent employees:—

(i) 30 days leave with half basic pay and half dearness allowance or foreign allowance as may be admissible, for every two years of completed service subject to a maximum of 60 days during the entire period of the employee's service.

(ii) *Ex gratia* Sick Leave will commence only after an employee has exhausted all other categories of paid leave.

(iii) *Deleted.*

26. *Disability Leave*—(i) An employee who is injured in and during the course of his employment, or who contracts any of the occupational diseases enumerated in Schedule III of the Workmen's Compensation Act, and is thereby temporarily disabled may, on production of a medical certificate acceptable to the competent authority, be granted disability leave with pay not exceeding 90 days except in cases of employees who are covered by the Agreements with the appropriate Unions/Associations providing for grant of leave in excess of this limit. Such leave may also be granted in the event of an injury sustained by an employee while actually participating in any sporting event as a representative of the Corporation.

(ii) The grant of this leave is subject to the following conditions, namely:—

(a) that the accident or disease was not due to the employee's own negligence or default, and

(b) that he obeys all instructions as to treatment given by the Corporation's Medical Officer.

(iii) Where Disability Leave is admissible and the employee complies with the conditions specified in sub-regulation (ii)(b), any reasonable expenses incurred by him on the treatment of the injury or occupational disease and on transportation involved in attending hospitals or medical clinics shall be reimbursed to him by the Corporation: Provided that in the case of an employee governed by the Workmen's Compensation Act or the Employees' State Insurance Act, the pay and allowances admissible to him during such leave shall be subject to adjustment in respect of any compensation or other benefits to which he may be eligible under any of the said Acts.

27. *Study Leave*—Study Leave may be granted by the General Manager in accordance with the procedure prescribed by the Corporation.

28. *Maternity Leave*—Where the local law applicable to a station does not provide for the grant of Maternity Leave to female employees, or where such employees are not covered by any scheme of Social or Health Insurance, permanent female employees may be granted Maternity leave with pay for a period which may extend up to 90 days from the date of its commencement or to the end of 6 weeks from the date of confinement whichever is earlier.

28-A. *Quarantine Leave*—(i) An employee may, on production of a quarantine certificate issued by a Government or Municipal Medical authority or the Medical Officer of the Corporation, be granted quarantine leave with pay for a period not exceeding 30 days.

(ii) Quarantine leave is to be granted in cases of cholera, small pox, plague, diphtheria, typhus fever and cerebrospinal meningitis.

(iii) Quarantine leave is not admissible in cases in which an employee himself is suffering from an infectious disease. In such cases, he will be given the normal casual, sick or privilege leave, as may be due.

28-B. *Sports Leave*—An employee selected to represent the country or the State or the Corporation in any form of competitive sport or called for trials, test or training connected with/preceding such selection may, at the discretion of the competent authority, be granted Sports Leave with pay for such periods as may be necessary, but not exceeding 30 days in a financial year.

28-C. *Special Casual Leave*—(i) The General Manager may, subject to such conditions as he may prescribe, grant or authorise any other officer to grant, special casual leave with pay to an employee who, being a representative of any association of the employees recognised by the Corporation, is required to attend its Annual General or Executive meetings or any international meetings or conferences. The period of such leave on each such occasions shall be in accordance with the terms of the agreements, if any, with the respective associations but shall not, in any case, exceed 10 days at a time, inclusive of journey time. Any leave availed of in excess of this period shall be debitable to the normal casual leave or privilege leave account of the employee.

(ii) Any employee intending to undergo Sterilisation Operation (Vasectomy or Salpingectomy) under the Family Planning Scheme will be granted Special Casual Leave with pay not exceeding 6 working days to undergo such operation and for post-operative treatment and/or rest thereafter.

29. *Extraordinary Leave*—Any leave granted to an employee in excess of leave with pay admissible to him shall be without pay unless the General Manager, on compassionate grounds, permits any part or whole of such leave to be treated as leave with pay debitable to the employee's future leave account.

30. *Temporary Employees*—Delete.

30-A. *Emoluments during leave*—Except as otherwise expressly provided in any of these Regulations, an employee shall, during the period of his leave with pay, be eligible for drawing such allowances, in addition to his pay and the allowances specified in the Schedule hereto, as the Corporation may prescribe from time to time.

CHAPTER VI COMPENSATION

31. *Compensation*—In the event of death or disablement while on duty, by an accident to an employee not governed by the Workmen's Compensation Act or the Employees' State Insurance Act, or in the event of loss or damage to the personal belongings caused while the employee is travelling on duty, the Corporation may pay compensation to him or to his legal representative/s as the case may be, at such rates and on such conditions as it may lay down from time to time, unless such accident, loss or damage is attributable to his own negligence, default or breach of instructions.

CHAPTER VII CONDUCT AND DISCIPLINE

32. *General Conduct*—Every employee shall at all times maintain absolute integrity and devotion to duty and conduct himself in a manner conducive to the best interests, credit and prestige of the Corporation.

33. *Restriction on other employment etc.*—An employee shall be deemed to be a whole-time servant of the Corporation and shall not, without the express authority of the General Manager, directly or indirectly engage in any other business, occupation or employment, nor shall he, without such express authority, accept any fee, emoluments, commission, honorarium, gift, gratuity, or reward whatsoever from any other person.

34.—*Restriction on Publications, etc.*—No employee shall, except with the previous approval of the General Manager, in his own name or in the name of any other person :—

- (a) own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other publication, or
- (b) participate in any radio broadcast or contribute any article to any newspaper or other publication :

Provided that no such approval shall be required if such broadcast or contribution is of a purely literary, artistic or scientific character or is made in the *bona fide* discharge of the employee's duties.

35. *Giving of Evidence*—(i) Save as provided in sub-regulation (ii), no employee shall, except with the previous approval of the General Manager, give evidence in connection with any inquiry conducted by any persons, committees or authority.

(ii) Nothing in this regulation shall apply to evidence given :—

- (a) in an inquiry before an authority appointed by Government, Parliament, State Legislature; or
- (b) in any judicial inquiry; or
- (c) in any departmental inquiry ordered by competent authority.

(iii) It shall also be the duty of every employee to give, when so required, all reasonable assistance to the Police, Customs and such other authorities and the Corporation's Security staff in the performance of their duties.

35-A. *Political activities, etc.*—No employee shall take part in, or associate himself with, or subscribe to or in aid of or otherwise assist in any way any political or communal party or organisation or any of its activities.

36. *Indebtedness*—An employee shall avoid habitual indebtedness. He shall be liable to be discharged on being adjudged or declared insolvent.

37. *Insolvency*—An employee who applies to be, or is adjudged or declared insolvent, shall forthwith report the fact in writing to the Head of his Department.

38. *Borrowing*—(i) No employee shall, save in the ordinary course of business with a bank or a firm of standing, borrow money from or otherwise place himself under pecuniary obligation to any person with whom he is likely to have official dealings or permit any such borrowing or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family : Provided that he may accept or permit acceptance of a purely temporary loan of a small amount from a personal friend or relative or operate a credit account with a *bona fide* tradesman.

(ii) When an employee is appointed or transferred to a post of such nature as to involve him in a breach of sub-regulation (i), he shall forthwith report the circumstances to the competent authority and thereafter act in the manner directed by such authority.

39. *Vindication of Official Acts*—No employee shall, except with the previous sanction of competent authority, have recourse to any court or to the press for vindication of any official act which has been the subject of adverse criticism or an attack of defamatory character : Provided that nothing in this regulation shall be deemed to preclude an employee from vindicating his private character or any act done by him in his private/personal capacity.

40. *Influence*—No employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the Corporation.

41. *Bigamous Marriages*—No employee who has a wife living shall contract another marriage without previous sanction of the General Manager, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him. Likewise, no female employee of the Corporation shall marry any person who has a wife living without obtaining such previous permission.

42. *Misconduct*—Any breach of these regulations shall be deemed to constitute a misconduct punishable as provided hereinafter. Without prejudice to the generality of the term 'misconduct', it shall be deemed to include the following :—

- (i) Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior, or commission of any act subversive of discipline or of good behaviour.
- (ii) Participation in an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
- (iii) Wilful slowing down in performance of work, malingering or abetment, or instigation thereof or interference with the work of other employees.
- (iv) Theft, fraud or dishonesty in connection with the business or property of the Corporation, or of the property entrusted to the Corporation or of another employee within the premises of the Corporation.
- (v) Taking or giving bribes or any illegal gratification.
- (vi) Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation or absence from the employee's appointed place of work without permission or sufficient cause.
- (vii) Habitual late attendance.
- (viii) Breach of any law, rules, regulations or orders applicable to the establishment.
- (ix) Collection without the permission of competent authority of any money except as sanctioned by the law of the land or the rules of the Corporation for the time being in force.
- (x) Engaging in any business or trade within the premises of the establishment.
- (xi) Drunkenness, riotous, disorderly or indecent behaviour, gambling, extortion or committing nuisance on the premises of the establishment.
- (xii) Habitual negligence or neglect of work.
- (xiii) Wilful damage to work in process or to any property of the Corporation.
- (xiv) Interference with any safety devices installed in or about the establishment or any airport or aerodrome.
- (xv) Holding meetings inside the premises of the establishment without previous permission of competent authority except in accordance with the provisions of any law for the time being in force.
- (xvi) Distribution or exhibition of any newspapers, hand bills, pamphlets or posters without the previous sanction of competent authority.
- (xvii) Disclosure to any unauthorised person of information relating to the Corporation's business or to Defence or Security measures, or

communicating directly or indirectly to any outside party any documents or information which has come into his possession, or of which he has secured knowledge in the course of his official duties, unless expressly permitted by the General Manager.

- (xviii) Smoking within the premises of the establishment, where smoking is prohibited.
- (xix) Failure to inform the Corporation's Medical Officer of any notifiable or contagious disease contracted by the employee or any member of his family.
- (xx) Conviction in any court of law for any criminal offence.
- (xxi) Furnishing, at the time of employment, of wrong or incomplete information or suppressing any information regarding age, qualification, previous service or experience, conviction in a court of law, dismissal, removal or compulsory retirement by a previous employer.
- (xxii) Purchasing from or selling to the Corporation properties, machinery, stores, etc. without the express permission of the General Manager.
- (xxiii) Unauthorised removal or defacement of notices on the Corporation's notice boards.
- (xxiv) Smuggling, aiding, or being concerned in anyway in smuggling, or carrying goods in the aircraft in circumstances which give rise to a presumption that it is done with the object of private trading or pecuniary gain or carrying currencies and/or instruments of exchange in contravention of any rules or regulations or the Governmental orders.
- (xxv) Abetment of or attempt to commit any of the above acts of misconduct.

43. *Punishments*—Any one or more of the following punishments may, for good and sufficient reason, be imposed by competent authority on any employee of the Corporation:—

- (a) Censure.
- (b) Fine as provided in the Payment of Wages Act where applicable.
- (c) Withholding of increment.
- (d) Recovery from pay of the whole or part of any loss caused to the Corporation by the employee's negligence, default or any breach of any regulations or orders.
- (e) Suspension on loss of pay and allowances.
- (f) Reduction to a lower grade of pay or lower stage in the time-scale of pay.
- (g) Removal from service.
- (h) Dismissal.

Explanation—Termination of service of any employee under Regulation 48, or an employee appointed under contract in accordance with or on the expiration of the period of such contract, shall not be deemed to be removal from service or dismissal within the meaning of this regulation.

43-A. *Suspension pending enquiry*—(i) An authority competent to suspend an employee under Regulation 43-B, may also place him under suspension—

- (a) pending enquiry into misconduct alleged against him, or
- (b) on his being apprehended or arrested in connection with any of the offences contemplated in clauses (iv), (v), (xi), (xx) and (xxiv) of Regulation 42.

Suspension pending enquiry shall not be deemed to be a punishment.

(ii) An employee under suspension under Sub-Regulation (i) will be entitled to a subsistence allowance at an amount equal to 50% of his basic pay and dearness/foreign allowance. Provided that the General Manager may, in his discretion, and having regard to any special circumstances, sanction subsistence allowance at a rate not exceeding basic pay and dearness/foreign allowance last drawn by him.

(iii) When an employee who has been placed under suspension under Sub-Regulation (i) above is reinstated, the period of suspension will be treated as follows:

- (a) If he is fully exonerated, the period of suspension will be treated as duty and he will be paid the pay and allowances to which he would be entitled if he were on duty less the subsistence allowance already drawn.
- (b) In other cases, he will receive such portion of the pay and allowances as the competent authority decides and the period spent on suspension shall be treated as on duty only to such extent and for such purposes as the competent authority decides. Provided that if the employee so desires, the competent authority may permit the period of absence from duty being converted into leave due and admissible to the employee.

43-B. *Power to award punishment*—The power to award the punishments enumerated in Regulation 43 shall be exercisable by and to the extent specified in the table below:

Authority empowered	Nature of punishment under Regulation 43.	Employees on whom punishment can be imposed
(i) Regional or Station Head.	(a) to (c)	To an employee in a salary grade not higher than Grade 12.
(ii) Departmental Head	Any or all	To any employee in a grade not above Grade No. 27.
(iii) Do.	(a) to (e)	To any employee in a grade not above Grade No. 33.
(iv) General Manager	Any or all	To any employee other than Head of Department and Secretary.
(v) Do.	(a) to (d)	To any Head of Department and Secretary.
(vi) Chairman	Any or all	To any employee.

(Note:—Grades referred to in the last column above are as contained in Appendix 'A' to Schedule I)

44. *Procedure for awarding punishments*—(i) No punishment under Regulation 43, except censure, shall be awarded to any employee unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself.

(ii) Notwithstanding anything contained in these Regulations, it shall not be incumbent upon the authority competent to impose a punishment to follow the procedure herein prescribed before imposing any of the penalties enumerated in Regulation 43 on an employee, when such employee has been convicted by any Court or Tribunal on a criminal charge involving moral turpitude or any penal action has been brought against him by the Customs Authorities under the Sea Custom Act or Rules made thereunder or by the appropriate authorities under the Foreign Exchange Regulation Act, 1947 or Rules made thereunder for activities amounting to 'misconduct' within the meaning of clause (xxiv) of Rule 42.

(iii) When increment is withheld under Regulation 43, the order shall indicate the period for which the increment is to be withheld and whether or not it shall have the effect of postponing subsequent increments.

45. *Appeals*—Subject to the condition that no appeal lies against the order imposing the punishment of 'censure', an employee who has been awarded a punishment shall have the right of appeal as indicated below:—

When the punishment is awarded by	Appeal lies to
Station Head	Regional Head or Departmental Head as the case may be.
Regional Head	Departmental Head concerned.
Departmental Head ..	General Manager.
General Manager	Chairman.
Chairman	Corporation.

CHAPTER VIII CESSATION OF SERVICE

46. *Retiring Age*—(i) Subject to the provisions of sub-regulation (ii) hereof, an employee shall retire from the service of the Corporation upon attaining the age of 58 years, except in the following cases when he/she shall retire earlier :

- (a) Any employee, upon becoming medically unfit for carrying out his/her duties;
- (b) A member of the flight crew, upon his licence/endorsement being cancelled or withdrawn;
- (c) An Air Hostess, upon attaining the age of 30 years or on marriage, whichever occurs earlier.

(ii) The General Manager may require an employee to retire after he attains the age of 55 years on giving three months' notice without assigning any reason. An employee may also retire voluntarily after attaining the age of 55 years on giving three months' notice.

47. *Extension of Service*—Notwithstanding anything contained in Regulation 46, the services of any employee, may, at the option of the General Manager but on the employee being found medically fit, be extended by one year at a time beyond the age of retirement for an aggregate period not exceeding two years, except in the case of Air Hostesses where the period will be 5 years.

Note : The amended Rules 46 and 47, will take effect from the 1st December, 1962. The employees who are on leave preparatory to retirement on the 1st December 1962, will not be entitled to the benefit of the increased age of compulsory retirement unless they are permitted to resume duty after the General Manager is satisfied that they are efficient and physically fit. Those employees who have already retired before the 1st December 1962 or who are on refused leave on the 1st December 1962, beyond the date of their compulsory retirement are not entitled to resume duty under the revised Rule 46. However, those who on 1st December 1962, are on refused leave beyond the date of compulsory retirement may be re-employed, if fit. Persons on extension of service on 1st December 1962, may be allowed to continue in service up to the age of 58 years.

48. *Termination*—The service of an employee may be terminated without assigning any reason, as under :—

- (a) of a permanent employee by giving him 30 days' notice in writing or pay in lieu of notice;
- (b) of an employee on probation by giving him 7 days' notice in writing or pay in lieu of notice;
- (c) of a temporary employee by giving him 24 hours' notice in writing or pay in lieu of notice.

Explanation : For the purposes of this Regulation, the word "pay" shall include all emoluments which would be admissible if he were on privilege leave.

49. *Resignation*—(i) No employee shall resign from the service of the Corporation except by giving such notice as he would have received under Regulation 48 if his services were to be terminated, or compensation in lieu of such notice, unless, at the request of the employee, the notice is waived or shorter notice accepted in writing by the competent authority. Such compensation shall be equivalent to the amount of the pay as defined in the explanation to Regulation 48, which the employee would have drawn during the period by which the notice falls short of the prescribed period, and shall be deemed to be a liability owned to the Corporation for the purpose of Regulation 22(2) of the Air India Employees' Provident Fund Regulations, 1954.

(ii) A resignation given under (i) above may be accepted with immediate effect or at any time before the expiry of the period of notice, in which case the employee shall be paid his salary in respect of the entire period of notice given by him.

(iii) In case a shorter period of notice is accepted at the request of the employee, he shall be entitled to receive his pay and allowances only for the actual number of days worked.

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(iv) If an employee leaves the service of the Corporation without giving any notice or by giving inadequate notice, such resignation shall be liable to be construed as a misconduct and may entail any or all of the punishments prescribed under Regulation 43.

CHAPTER IX MISCELLANEOUS

50. *Uniforms*—(i) Such categories of employees as may be specified from time to time shall, while on duty, wear uniforms supplied to them.

(ii) Employees who have been supplied with uniforms under Sub-Regulation (i) above shall exercise proper care in preserving them in good condition. Uniforms will, at all times, remain the property of the Corporation and must be returned in the event of an employee ceasing to be in its service.

51. *Return of Corporation's Property*—An employee shall, on ceasing to be in the service of the Corporation, give proper account of all property of the Corporation in his possession, custody or charge. Failure to comply with this regulation will result in such amount, as may be decided by the competent authority, being deducted from the salary or any other sums of money due to him from the Corporation. The amount so determined is also liable to be treated as a liability owing by him to the Corporation for the purposes of Regulation 22(2) of the Air-India Employees' Provident Fund Regulations, 1954.

52. *Inventions and Patents*—No employee shall, without the previous consent in writing of the competent authority apply for a patent or exclusive privilege in respect of any invention under any enactment, if such invention is made by him when in the service of the Corporation and he shall, in the event of a patent or exclusive privilege under any such enactment to make, sell and use such invention, or allow others to do so, being granted to him, to grant to the Corporation the unqualified right to adopt and use the said invention without its being obliged to pay any royalty or other consideration therefor. He shall not assign charge or transfer in any manner whatsoever his original or any extended patent or exclusive privilege in respect of the said invention, without the previous consent in writing of the competent authority and without providing for the unqualified use, free of charge to the Corporation, of the said invention and further he shall, on demand, execute in favour of the Corporation such letter of licence, or other deed or document for the purpose as it may advise : Provided always that the competent authority shall, at any time within six months of the receipt of an intimation from the employee that he has acquired such patent or exclusive privilege in India or abroad, have the right to require the employee to transfer and assign such patent or exclusive privilege to the Corporation for such consideration as the competent authority shall at its discretion fix and if such right be exercised, the employee shall execute all such deeds of assignment, grants and assurances and do all such acts, deeds and things for vesting in the Corporation and/or its nominee the ownership of the patent or exclusive privilege and the full benefit thereof as the competent authority shall require.

CHAPTER X SUSPENSION OF WORK

53. *Closure*—(i) In the event of a fire, catastrophe, breakdown of machinery, stoppage of supply of power or aviation spirit, epidemic, civil commotion or other cause beyond the control of the Corporation, the General Manager may, at any time without notice or compensation in lieu of notice, stop any machine, or close down any section or department, wholly or partially, or the whole or part of the establishment for such period as may be deemed necessary.

(ii) In the event, however, of the stoppage or cancellation of air services due to circumstances beyond the control of the Corporation, the General Manager may at any time close down any machine, section or department affected by such stoppage or cancellation. The fact of such stoppage or closure shall be notified on the Notice Boards.

(iii) In the event of a stoppage under sub-regulation (i) or (ii) during working hours, the employees affected shall be notified as soon as practicable, when

work will be resumed and whether they are to remain or leave the establishment. The period of detention in the establishment shall not ordinarily exceed one hour after the commencement of the stoppage. If the period of detention does not exceed one hour, employee so detained shall not be paid for such period. If the period of detention in the establishment exceeds one hour, employees so detained shall be entitled to receive wages for the whole of the time during which they are detained in the establishment as a result of the stoppage. Wherever practicable, reasonable notice shall be given of the resumption of normal work and all such employees laid off under this Regulation, who present themselves for work, when work is resumed, shall be given preference for employment.

(iv) All notices required to be given under this Regulation shall be displayed on the notice boards at the time-keeper's office and at the main entrance to the establishment. Where a notice pertains to a particular department or departments only, it shall also be displayed in the department concerned.

54. *Lay-off*—The General Manager may, due to the curtailment of services or of other work of the establishment lay off employees for a period not exceeding six days in the aggregate (excluding statutory holidays) in any month provided that seven days' notice is given. An employee laid off under this regulation for more than five days in a month may, on being laid off, leave his employment on intimation of his intention to do so.

55. *Treatment of Lay-off period*—(i) In cases where employees are laid off under Regulations 53 and 54, they shall be considered as temporarily unemployed and the period of such unemployment shall be treated as leave with pay to the extent such leave is admissible and leave without pay for the balance of the period. When, however, employees have to be laid off for an indefinite period exceeding two months, their services may be terminated after giving them due notice or pay in lieu thereof.

(ii) The services of employees who have been discharged in accordance with the foregoing Sub-Regulation (i) shall, on their re-employment, be treated, for the purpose of calculating length of service, as continuous, provided that they are re-employed within six months from the date on which their services were terminated.

56. *Strikes*—In the event of a strike affecting either wholly or partially any section or department of the Corporation, the General Manager may close down, either wholly or partially, such section or department and any other sections or departments affected by such closure and for any period or periods without prior notice. The fact of such closure shall, as soon as practicable, be notified by notices displayed on the notice boards in the departments concerned and at the gate or gates appointed under Regulation 11, or at or near the main entrance to the establishment and in the Time-keeper's office. The employees shall be notified as to when work will be resumed by notices displayed at the places mentioned above, not later than twenty-four hours before the actual resumption of work.

57. *Lay-off Compensation*—Claims for lay-off compensation or retrenchment benefits under Regulations 53 to 56 above shall be decided in accordance with the provisions of the Industrial Disputes Act where applicable.

SCHEDULE

PAY SCALES & ALLOWANCES

(See Regulation 13)

Section 'A'—Pay Scales

1. *Pay Scales*—The scales of basic pay of employees shall be as specified in Appendix 'A' to this Schedule.

Section 'B'—Allowances

2. *Classification of Allowances*—(i) The allowances specified hereunder shall be payable in accordance with the provisions hereinafter made in each case :

Command Pay
Efficiency Bonus
Overseas Operations Allowance
Radio Telephony Allowance
Navigator's Licence Allowance

Jet Allowance

Dearness Allowance

3. *Command Pay*—Pilots who are Commanders shall be entitled to draw Command Pay at the rate of Rs. 200 per month for so long as they hold such command.

4. *Efficiency Bonus*—(i) Subject to the provisions of clause (ii) of this paragraph, Efficiency Bonus at the rates specified below will be payable to flight crew other than administrative pilots Navigators & Flight Engineers, Chief Flight Purser and Chief Air Hostess :

Rs. 100/- per month to Senior Captains & Captains

Rs. 75/- per month to Navigators and Flight Engineers

Rs. 50/- per month to Flight Pursers, Assistant Flight Pursers and Air Hostesses.

(ii) Efficiency Bonus may be withheld wholly or in part for any specified period if, in the opinion of the competent authority, the employee has committed any irregularity in or breach of flight procedures or has shown lack of responsibility as a member of flight crew or if his services are found otherwise unsatisfactory or for any act of commission or omission detrimental to discipline or to the interests of the Corporation.

5. *Overseas Operations Allowance*—Overseas Operations Allowance will be admissible to the following categories of employees at the rate indicated against each for so long as they are required to carry out flying duties :—

Category :	Rate per month
Operations Manager	Rs. 400/-
Divisional Operations Manager	
Flight Superintendent	
Flying Instructor	
Chief Pilot	
Senior Captain	Rs. 275/-
Captain	
Chief Navigator	Rs. 225/-
Chief Flight Despatcher	
Assistant Chief Navigator	
Navigators	
Chief Flight Engineer	
Chief Technical Instructor	Rs. 175/-
Asst. Chief Flight Engineer	
Flight Engineers	Rs. 125/-
Technical Instructor	
Flight Radio Telephony Operator	
Chief Flight Purser	
Assistant Chief Flight Purser	
Flight Purser	Rs. 100/-
Chief Air Hostess	
Assistant Chief Air Hostess	
Air Hostess	
Assistant Flight Purser	

6. *Radio Telephony Allowance*—Radio Telephony Allowance at the rate of Rs. 100 per month will be granted to pilots who are in possession of a valid licence and/or endorsement to operate the Radio Telephony Equipment installed in the Corporation's Aircraft.

7. *Navigator's Licence Allowance*—Navigator's Licence Allowance at the rate of Rs. 100 per month will be granted to pilots who are in possession of a valid Navigator's Licence and/or endorsement.

8. *Jet Allowance*—(i) Subject to the provisions of Clause (ii), Jet Allowance will be admissible to the following categories of employees at the rate indicated against each for as long as they are required to operate the Corporation's Jet aircraft :

Category	Rate per month
Senior Captain and above	Rs. 650/-
First Officer	Rs. 400/-
Chief Navigator	Rs. 300/-
Chief Flight Despatcher	
Chief Flight Engineer	
Chief Technical Instructor	
Assistant Chief Navigator	
Assistant Chief Flight Engineer	
Navigator	
Flight Engineer	
Technical Instructor	

(ii) No Jet Allowance will be admissible during training and until the employee has obtained the necessary licence or endorsement thereon for the operation of the Corporation's jet aircraft.

(iii) The Jet Allowance will cease to be admissible if, for any reason, the assignment to operate the jet aircraft is terminated or temporarily suspended.

9. *Dearness Allowance*—(i) Dearness Allowance will be admissible as shown in Appendix 'B' to this Schedule to employees except when they are posted to stations outside India otherwise than on temporary transfer.

(ii) For the purpose of determining the rate of Dearness Allowance, 'basic pay' shall include Command Pay, Efficiency Bonus and Duty Allowance where admissible.

APPENDIX 'A'
(SCHEDULE—PARA 1)

Grade No.	Pay Scale	Designation
1	Rs. 50-3-59-4-75-5-90 ..	Assistant Cook Canteen Vendor Chowkidar Watchman Cleaner Female Worker (Canteen) Gardener Helper Handyman Kitchen Boy Loader Peon Sweeper
2	Rs. 70-5-100-10-120 ..	Cooks Heads of Employees in Grade (1) above.
3	Rs. 90-5-100-10-150 ..	Dresser Driver Head Cook Loading Supervisor Printers' Assistant
4	Rs. 90-5-100-10-150-15-240	Junior Canteen Assistant Junior Catering Assistant Junior Cargo Assistant Junior Clerk Junior Compounder Junior Comptist Junior Mails Assistant Junior Puncher Junior Telephone Operator Junior Teleprinter Operator Junior Time Keeper Junior Traffic Assistant Tracer Typist Typist/Clerk
5	Rs. 100-10-150-15-195-20-255.	Junior Printer Junior Progress Clerk Junior Store keeper
6	Rs. 120-10-150-15-225	Senior/Head Driver
7	Rs. 140-10-170-15-215-20-295.	Yard Supervisor
8	Rs. 120-10-140-15-215-20-315*-EB-20-375.	Mukadam Electrician Mechanics Radio Technicians Gr. II Tailor Welders with one licence
9	Rs. 140-10-150-15-225-20-365.	Briefing Assistant Junior Artist Ramp Supervisor Senior Catering Assistant Senior Cargo Assistant Senior Clerk Senior Clearing Clerk Senior Compounder Senior Comptist Senior Mails Assistant Senior Telephone Operator Senior Teleprinter Operator Senior Puncher Senior Time Keeper Senior Traffic Assistant Stock Verifier Supervisor-cum-Clerk Transport Assistant
10	Rs. 150-15-225-20-365 ..	Senior Progress Clerk
11	Rs. 150-15-225-20-385 ..	Senior Printer Senior Storekeeper
12	Rs. 140-10-150-15-225-20-405.	Stenographer
13	Rs. 165-15-225-20-345-25-395.	Cashier Draughtsman

NOTE—The grade at Serial No. 8 (Rs. 120-10-140-15-215-20-315-E.B.-20-375 is applicable to all mechanics. The following categories will be started on basic pay of Rs. 120 in the grade with E.B. at Rs. 315:—

"Mukadam, Mason, Painter (Plant & Transport), Carpenter, Blacksmith, Tinsmith (Plant & Transport), Electrician (Plant), Mechanic (Air Conditioning) and (Teleprinter), Bench Fitter (Plant), Mechanic (Plant), Tailor and non-licensed Welders." Other Mechanics and Welders with one licence will be started at Rs. 155 and the E.B. will not be applicable to them.

Grade No.	Pay Scale	Designation
14	Rs. 180-15-225-20-345-25-420.	Assistant Cabin Supervisor Assistant Transport Supervisor. Senior Canteen Assistant Chief Catering Assistant Chief Cargo Assistant Chief Customs Clerk Chief Grain Shop Clerk Chief Printer Chief Telephone Operator Chief Teleprinter Operator Chief Traffic Assistant Librarian Office Assistant Section Storekeeper Security Assistant Technical Assistant
15	Rs. 200-15-275	Junior Cargo Attendant
16	Rs. 260-29-340	Receptionist
17	Rs. 195-15-225-20-305-25-430.	Leading Hand Teleprinter Technicians Radio Technician Gr. I Works Supervisor Welders with 2 licences.
18	Rs. 250-25-400 ..	Assistant Flight Purser
19	Rs. 300-25-375 ..	Senior Cargo Attendant
20	Rs. 275-25-550 ..	Assistant Artist Assistant Security Officer Catering Officer Dispensary Supervisor Filing Supervisor Gardening Supervisor Incharge—Puncher Personal Assistant/Secretary Production Assistant Progress Supervisor Senior Draftsman Supervisor, Telephones Teleprinter-Supervisor Assistant Security-cum-Fire Brigade Officer. Supervisor Communications
21	Rs. 250-25-450-50-600..	Chargehand Examiner Transport Foreman Works Inspector
22	Rs. 350-25-550 ..	Air Hostess Assistant Chief Air Hostess
23	Rs. 350-25-450-50-600	A.M.E. Gr. III Junior Simulator Maintenance Engineer. Junior Technical Officer Radio A.M.E. III/Junior Radio Inspector.
24	Rs. 300-25-500-50-650	Assistant Administrative Officer Assistant Chief Cashier Assistant Link Instructor Assistant Station Accountant Assistant Station Superintendent. Assistant Superintendent, Stores. Assistant Superintendent, Machine Room. Canteen Manager Deputy Cabin Supervisor Chief Artist Chief Time Keeper Junior Accountant Junior Flight Operations Officer. Junior Officer Personal Assistant to the General Manager. Deputy Transport Supervisor Section Officer Security Inspector
25	Rs. 350-25-550-50-650	Flight Purser Senior Check Purser Assistant Chief Flight Purser

Grade No.	Pay Scale	Designation	Grade No.	Pay Scale	Designation
26	Rs. 450-25-500-50-850	.. Administrative Officer Assistant Office Superintendent. Cabin Supervisor Cabin/Catering Supervisor Chief Air Hostess Chief Cashier Chief Flight Purser Deputy Public Relations Officer. Deputy Superintendent, Stores. Equipment Planning Officer Flight Radio Telephony Operator. Insurance Officer Medical Officer Pre-Flight Inspector Security Officer Security Superintendent Senior Accountant Station Accountant Statistician Welfare Officer Technical Publications Officer Transport Supervisor Superintendent, Machine Room. Superintendent, Punch Room Signals Officer			Operations Superintendent* Radio A.M.E. Gr. I Senior Synthetic Instrument Instructor. Senior Technical Officer Superintendent, Stores Superintendent, Transport Technical Instructor Sr. Simulator Maintenance Engineer. Sr. Medical Officer
			29	Rs. 950-50-1050-100-1450	Assistant Chief Navigator Assistant Planning Controller Chief Flight Despatcher Chief Navigator Internal Audit Officer Navigator*** Publicity Officer Senior Accounts Officer Station Manager Public Relations Officer
			30	Rs. 1000-100-1500	.. Chief Medical Officer Personnel Officer Senior Inspector/Asstt. Superintendent.
			31	Rs. 1050-100-1450	.. Captain (First Officer)
27	(i) Rs. 600-50-900(L.B.)-50-1000	A.M.E. Gr. II Radio A.M.E. Gr. II Technical Officer	32	Rs. 1200-100-1800	.. Assistant Controller of Accounts. Communications Superintendent. Deputy Chief Inspector Dy. Controller of Stores & Purchases. Dy. Superintendent/Performance Engineer. Personal Manager Secretary Senior Station Manager
	(ii) Rs. 600-50-1000	.. Assistant Accounts Officer Assistant Catering Superintendent. Assistant Personnel Officer Assistant Secretary Cabin Maintenance Supervisor. Flight Operations Officer Hollerith Officer Link Instructor Office Superintendent Planning Superintendent Regional Accountant Navigation Instructor Senior Audit Officer Senior Deputy Superintendent, Stores. Simulator Maintenance Engineer. Station Superintendent Superintendent, Establishment Synthetic Instrument Instructor. Plant Supervisor (Civil Engineer).			
			33	Rs. 1300-100-1800	.. Chief Pilot Flying Instructor Senior Captain (Commander)
			34	Rs. 1500-100-2000	.. Chief Inspector Commercial Manager Deputy Engineering Manager Dy. Controller of Accounts Regional Manager Superintendent/Works Engineer.
			35	Rs. 1600-100-1900	.. Flight Superintendent, Training.
			36	Rs. 1800-100-2000	.. Chief Administrative Officer Divisional Operations Manager.
28	Rs. 750-50-1000-100-1300	Accounts Officer A.M.E. Gr. I Assistant Chief Flight Engineer. Chief Flight Engineer Senior Flight Operations Officer. Chief Technical Instructor Dy. Communications Superintendent. Establishment Officer Flight Engineer** Operations Officer	37	Rs. 1800-100-2200	.. Controller of Stores & Purchases. Engineer Manager Operations Manager Director of Planning & International Relations. Commercial Director Financial Controller Technical Director Assistant General Manager Deputy General Manager General Manager.
				Emoluments as approved by Government.	

*The scale of Rs. 1250-75-1400 for the Senior Operations Superintendent, London, is personal to the present incumbent.

**Cadet Flight Engineer Pay Rs. 500.

***Cadet Navigators Pay Rs. 650.

APPENDIX 'B'

(SCHEDULE I—PARA 9)

RATES FOR DEARNESS ALLOWANCE EFFECTIVE FROM 1ST JANUARY 1959

Basic pay	D.A.	Basic pay	D.A.	Basic pay	D.A.	Basic pay	D.A.	Basic pay	D.A.
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
50	73	150	106	265	136	445	165	1,175	235
51	74	155	107	270	137	450	166	1,200	237
53	75	160	108	275	138	460	168	1,225	240
56	76	163	109	280	139	475	170	1,250	242
58	77	165	110	285	140	480	171	1,275	245
61	78	170	111	290	141	500	175	1,300	247
64	79	175	112	300	143	525	178	1,325	250
66	80	179	113	310	144	550	181	1,350	252
68	81	185	115	325	145	600	187	1,375	255
73	83	190	116	335	146	800	192	1,400	257
80	85	195	117	345	147	825	195	1,425	260
85	87	200	118	350	148	850	198	1,450	262
88	89	205	124	360	150	875	202	1,475	265
95	91	210	125	365	151	900	205	1,500	267
100	93	215	126	370	152	925	208	1,525	270
105	95	216	127	375	153	950	211	1,550	272
110	96	225	128	381	154	975	214	1,575	275
115	97	230	129	385	155	1,000	217	1,600	277
120	98	235	130	395	156	1,025	220	1,625	280
125	100	240	131	400	157	1,050	222	1,650	282
130	101	245	132	410	159	1,075	225	1,700	287
135	102	250	133	420	161	1,100	227	1,750	292
140	103	255	134	425	162	1,125	230	1,800	297
145	105	260	135	440	164	1,150	232	1,850 & above	300

[The Dearness Allowances for stages not specifically indicated in the column 'Basic pay' will be the same as applicable to the immediate lower stages indicated.]

R. N. GUNDIL
Secretary
AIR-INDIA

